

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP AT 1910.2

3/24/93


SUBJ: ADMINISTRATIVE CONTINGENCY PLAN FOR CIVIL UNREST AND DISASTERS

1. **PURPOSE.** This Order establishes procedures to be used in the event of civil unrest or disaster situations impacting Air Traffic facilities.
2. **DISTRIBUTION.** This directive is distributed to all Air Traffic Managers (ATM), Western-Pacific Region, Associate Administrator for Air Traffic, and Regional Management Team.
3. **BACKGROUND.** During the civil unrest that occurred in 1992, several of our Air Traffic facilities were either closed or operating on reduced hours. Additionally, several of the Los Angeles Hub's employees experienced difficulties reporting for duty and returning to their residences after dark. Similarly, work accessibility problems occurred in the 1989 earthquake affecting the San Francisco Bay area facilities.
4. **RESPONSIBILITIES.** As soon as the FAA is notified of the potential for civil unrest or a disaster situation having occurred, the Hub Manager, or the designee, shall notify all Air Traffic facilities within the Hub. These facilities shall be kept updated on the situation through the Hub Manager. In return, all Hub facilities shall notify the Hub Manager of any unusual or threatening situation that may require the evacuation or closing of a facility for the safety of personnel.

In the event employees are unable, or feel they would be placing themselves in danger by reporting to work, they are to notify their facility Air Traffic Manager or designee. Hub ATM's shall notify the Air Traffic Division (ATD)/Crisis Management Center (CMC) if employees are having difficulties or are unable to report to work. All ATM's are reminded that "Administrative Leave" may only be approved at the ATD level. Administrative actions will be mitigated on a case by case basis through the ATD to ensure our employees' safety.

Hub facilities that are threatened by civil unrest or a disaster situation and require evacuation, shall immediately notify the Hub Manager or the designee, who will coordinate with the ATD or CMC.

All Air Traffic facility managers are to brief their supervisors and controller-in-charge of the provisions of this Order and stress that employee safety is a primary concern.


Richard R. Lien
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